

**13.02.19**

**Standard protocol**

- Moderator
  - Stefan
- Referent
  - Ingrid
- Attendance
  - Stefan, Ingrid, Roger, Magne, Katarina
- Godkjenning av innkalling
  - Approved
- Approving the agenda
  - Approved

**What went well:**

- Corporation
- Communication
- Meetings
- pair-programming

**What needs improvement:**

- Be better at switching places during pair-programming
- Make even more tests
- Make tests before programming

**Methodology:**

- We planned to use an agile methodology because it is an adaptive methodology and we wanted to commit small updates in the program often. This has worked very well so far, and we will continue using the agile work methodology. This means having weekly or biweekly sprints, giving each member of the team responsibility and autonomy, and meeting at least twice a week to ensure that progress is being made. We also utilize pair programming frequently to ensure high quality of code, and to make sure we learn from each other. We have a project board that is updated so that any member of the group can at any time check our progress, communicate their own progress and give feedback.

**Distribution of tasks:**

- via project board